

STAFF DEVELOPMENT SPECIALIST

DEFINITION:

Under general direction, to perform technical work in the development, coordination, and implementation of a wide variety of in-service training programs; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are found in various county departments. Incumbents develop, coordinate, and implement in-service training programs for all levels of county employees. These programs may be self-study, on-the-job training, technical training, classroom, or contract, and cover such areas as supervisory skills, discipline, employee orientation, and management development.

EXAMPLES OF DUTIES:

Conducts training needs analysis; determines training objectives and methods of instruction; develops course outlines; prepares lesson plans, visual aids, and handouts for use in instruction; designs and evaluates training and makes changes in training programs as indicated; consults with subject matter experts to design training; previews vendor instructional materials and evaluates them for purchase and use in county training programs; researches technical materials; analyzes data; develops job aids; writes drafts, edits, and prepares for print personnel and training handbooks, manuals, and related documents; conducts classroom training using group discussion and facilitation, behavior modeling, and lecture methods; operates audio/visual equipment; provides support of training programs by locating and arranging for speakers/instructors, training equipment, and space; coordinates the inventory, ordering, prepackaging, and issuing of program supplies and equipment; advises departmental trainers on program matters; conducts frequent liaison regarding training matters with other public agencies and private companies; prepares correspondence and maintains, records, files, and logs.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles of adult learning.
- Techniques of instructional design/educational technology.
- Principles and techniques of presentation and group facilitation.

General Knowledge of:

- Principles of management and supervision.
- Organization development and human resource development.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Apply the principles of adult learning to design and deliver training.

- Utilize the principles and techniques of instructional technology: needs assessment, data collection, performance observation, task analysis, objectives preparation, instructional design, media selection, and evaluation.
- Plan and coordinate training programs in an efficient and cost effective manner.
- Utilize knowledge of the training industry to evaluate and select vendor instructional materials.
- Prepare written material (i.e., reports and training bulletins).
- Demonstrate verbal skills for public and classroom presentations.
- Interact appropriately with administrative staff to assess and coordinate training programs.
- Utilize the understanding of county organization, strategy, structure, power networks, and other systems to identify and support training and development goals.
- Select and use audio/visual hardware and software.
- Interact effectively utilizing questioning, feedback, and group process skills in a wide variety of situations.

EDUCATION/EXPERIENCE:

Education, experience, and/or training which demonstrates the application of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: An A.A./A.S degree from an accredited college or university in instructional design, education, psychology, industrial management, human resource development, public administration, or a closely related field; AND, two (2) years of full time experience designing and delivering human resource management or technical in-service training. Additional years of experience may be substituted for the education on a year-for-year basis.

SPECIAL NOTES, LICENSES, AND REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Working Conditions:

Must be able to transport moderately heavy audio/visual equipment and training materials.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months. (Civil Service Rule 4.2.5).